



# CITY OF HOUSTON

## Job Posting

1	<i>Applications accepted from:</i>	ALL PERSONS INTERESTED
2	<i>Job Classification</i>	CUSTOMER SERVICE CLERK
3	<i>Posting Number</i>	PN# 106863
4	<i>Department</i>	Finance & Administration
5	<i>Division</i>	Regulatory Services
6	<i>Section Reporting Location</i>	Transportation
7	<i>Workdays &amp; Hours M-F; 8am-5pm</i>	5050 Wright Road
8		M - F, 8 a.m. - 5 p.m.*
		*Subject to change
9	<b><u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u></b> Reviews and processes taxicab permits, applications and vehicle inspection forms. Analyzes criminal background information and provides a report on findings. Maintains database of taxicab permit fees and due dates for payments to be posted. Provides updates and notices of changes in various ordinances. Data enters and submits driver's licenses and fingerprinting information to the Department of Public Safety. Excellent customer service to assist in promptly answering and responding to incoming calls.	
10	<b><u>WORKING CONDITIONS</u></b> The position is physically comfortable.	
11	<b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b> Require a high school diploma or a GED.	
12	<b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b> Six (6) months of clerical/customer service experience are required.	
13	<b><u>MINIMUM LICENSE REQUIREMENTS</u></b>	None
14	<b><u>PREFERENCES</u></b> None	
15	<b><u>SELECTION/SKILLS TESTS REQUIRED</u></b> None	
16	<b><u>SAFETY IMPACT POSITION</u></b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<b><u>SALARY INFORMATION</u></b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is: <div>Salary Range - Pay Grade 10 \$723 - \$962 Biweekly \$18,798- \$25,012 Annually</div>	
18	<b><u>OPENING DATE</u></b>	September 21, 2005
19	<b><u>CLOSING DATE</u></b>	Open Until Filled
20	<b><u>APPLICATION PROCEDURES</u></b> Original applications and resumes only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 <sup>st</sup> Floor. Successful candidates will be notified of their application status. <b>All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. If assistance is needed, our TDD phone number is (713) 837-9471.</b>	
	An equal opportunity employer	